

CIA INTERNAL USE ONLY

18 Dec '62

MEMORANDUM FOR: Chief, POD

SUBJECT : Retirement Policy Impact upon Recruitment Ages

REFERENCE : Memo to D/Pers fr C/POD dtd 23 Nov 60, subject  
Survey of Employees Hired Who Are Age 32  
or Older

1. I have reviewed reference report with the Deputy Director (Support) and it was concluded that we should immediately initiate an informal policy to recruit only persons who at age 62 will be entitled to a full (30-year) Civil Service annuity or its equivalent. Exceptions to this policy will, of course, be made with the approval of the Director of Personnel where the individuals bring to the Agency specialized skills not otherwise readily available in other applicants.

2. The above policy basically means that the input age of new employees will not exceed age 32 plus previous years of employment covered by Civil Service retirement or other retirement system in which the individual will have a vested right by age 62.

3. The existence of this informal policy should be made known to persons engaged in the Agency recruitment program and in the screening of applicant files. The policy, however, should not be openly discussed or used in explaining rejection of otherwise qualified persons. It is quite obvious that this policy is in complete accord with the underlying retirement policy set forth by the Director; however, the emphasis upon age as a significant factor in the selection of applicants logically is repugnant in a public relations sense as an abstract principle. Nonetheless certain governmental services as well as certain commercial enterprises defensibly have a justifiable need to look for a relatively young work force.

Emmett D. Echols  
Director of Personnel

*Contrast to Staff*  
*Should read*  
*Exempted appointment*  
*4/24/65*